



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(MANPOWER AND RESERVE AFFAIRS)
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

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MEMORANDUM FOR DISTRIBUTION

Subj: DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM PLAN

Encl: (1) Disabled Veterans Affirmative Action Program Plan

Enclosure (1) transmits the revised Disabled Veterans Affirmative Action Program Plan for FY2004. This document facilitates the Navy's compliance with statutory and regulatory requirements.

Our challenge for the future is to maintain a well-trained professional workforce. This plan demonstrates our commitment to improving opportunities for hiring and advancing disabled veterans, especially 30 percent disabled veterans.

Please ensure appropriate distribution to those officials involved in implementing the Disabled Veterans Program. If there are any questions, please contact Mr. Henry J. Ford at (202) 764-0764 or email henry.ford@navy.mil.

PATRICIA C. ADAMS
Deputy Assistant Secretary
of the Navy (Civilian
Human Resources)

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DEPARTMENT OF THE NAVY



DISABLED VETERANS
AFFIRMATIVE ACTION PROGRAM
PLAN

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DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM (DVAAP)

IDENTIFYING INFORMATION:

A. Name and Address of Agency

DEPARTMENT OF THE NAVY
ROOM 4E789
THE PENTAGON
WASHINGTON DC 20350-1000

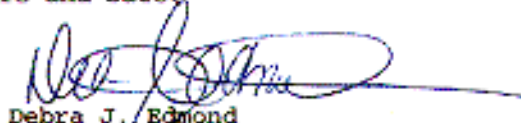
B. Name and Title of Designated DVAAP Official (Include address, if different from above)

Ms Debra J. Edmond (202) 685-6201
Director, Office of Civilian Human Resources
Fax: (202) 685-6626
Department (OCHR)
614 Sicard Street, SE, Suite 10
Washington DC 20374-5072

C. Name and Title of Contact Person (Include address, if different from above)

Ms. Judy Scott (202) 685-6466
Personnel Management Specialist
FAX: (202) 685-6646
Equal Employment Opportunity Programs

Signature and Date:



Debra J. Edmond
Director, Office of Civilian Human Resources

INTRODUCTION

On July 26, 2000, the President issued Executive Order 13163 to increase employment opportunities for individuals with disabilities at all levels and occupations in the Federal Government. The Office of Personnel Management (OPM) annually issues instructions for each Federal agency to develop Disabled Veterans Affirmative Action Program (DVAAP) Plans designed to promote Federal employment and advancement opportunities for qualified disabled veterans. Also on July 26, 2000, the President designated the Secretary of Defense and the General Services Administration to join in participating in the Interagency Disability Coordinating Council established by statute (29 U.S.C. 794c). OPM is responsible for providing Federal agencies with leadership, technical assistance, and oversight to increase the representation of people with disabilities to include disabled veterans especially those who are 30 percent or more disabled. The Department of the Navy (DON) believes that we must use every opportunity to help human resources officials carry out their responsibilities; this plan is one such opportunity.

As Navy and Marine Corps activities have downsized and restructured, managers have continued to select new employees who are veterans at the average rate of 26 percent over the last four years. Our targeted efforts should result in an increase employee disabled veterans. As we increase our efforts to hire disabled persons within the workforce, managers and supervisors will be asked to increase their focus on training, mentoring, and career development of disabled veterans especially those who are 30 percent or more disabled. Currently, the DON is one of the nation's leaders in veteran's employment. The DON employs 62,341 veterans as of September 30, 2002. Compared to the available civilian labor force in the economy, the DON employs:

- Over 2 times the percentage of veterans;
- Almost 3 times the percentage of Vietnam-era veterans;
- 5 times the percentage of disabled veterans; and
- Over 5 times the percentage of 30 percent or more disabled veterans.

This plan contains information to assist managers, supervisors, and human resources personnel in implementing the DVAAP. This plan will be disseminated Department-wide. The plan provides:

- Demonstrated commitment from Agency leadership;
- Integration of DVAAP plan into the agency's strategic mission;
- Outreach sources to aid recruiters;
- Current assessment of veterans on board;

- Information regarding special hiring authorities; and
- Procedures for monitoring the success of the program.

PURPOSE

It is the intent of the DON to be a model employer of disabled veterans, especially those who are 30 percent or more disabled. Affirmative employment is to be an integral part of ongoing personnel management programs, as evidenced by disabled veterans being employed in a broad range of grade levels and occupational series commensurate with their qualifications. The affirmative employment DON programs and outreach efforts for disabled veterans will be given emphasis and resources at least equal to those given affirmative employment programs for minorities and women. This plan is designed to promote Federal employment and advancement opportunities for qualified disabled veterans. Relevant authorities are found under the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38 U.S.C. 2014) and Section 307 of the Civil Service Reform Act of 1978 (5 U.S.C. 3112).

This DVAAP plan is to be used by Navy and Marine Corps activities as a resource to develop effective recruitment and retention strategies to increase workforce diversity and to recruit, hire and retain disabled veterans. We encourage activities to ensure the widest possible distribution of this plan. It may be viewed and downloaded on the DON website at www.donhr.navy.mil.

STATEMENT OF POLICY

The DON is committed to an affirmative employment program designed to eliminate under representation of disabled veterans, especially those who are 30 percent or more disabled in all categories of Navy civilian employment. This policy is in direct support of the overall Equal Employment Opportunity (EEO) Program objective to fully integrate women and minorities into the work force in all grade levels, occupations, and at each activity location. This policy will require consistent and persistent organizational effort, especially by all heads of commands and activities, and supervisors and managers, in instituting effective personnel practices and procedures and in eliminating artificial employment barriers. No organizational level is exempt from taking full and immediate action within its authority and to aggressively pursue the bottom line result of improved representation of disabled veterans, especially those who are 30 percent or more disabled.

OFFICIAL WITH DVAAP RESPONSIBILITY

The DON, Office of Civilian Human Resources (OCHR) designated Disability Program Manager/Selective Placement Program Manager will ensure the compliance of cognizant DON components with all regulatory and statutory requirements in 38 U.S.C.

§ 4214, amended. The Disability Program Manager/Selective Placement Program Manager will review and define minimum program requirements; provide technical assistance to subordinate levels; and monitor program and related efforts to meet overall organizational effectiveness and organizational objectives as contained in the DON Federal Equal Opportunity Recruitment Program (FEORP) plan. The OCHR will make an annual report to the OPM with respect to the practices and achievements in hiring, placement, and advancement of disabled veterans, especially those who are 30 percent or more disabled.

DVAAP RECRUITMENT METHODS

Managers and human resources personnel will be encouraged to explore ways to recruit from all sources when filling positions, including Senior Executive Service, managerial, and supervisory positions at grades GS 13 to 15, in order to attract disabled veterans, especially those who are 30 percent or more disabled from inside and outside the Federal government.

- Information on "Best Practices," developed by the Office of Personnel Management from successful recruitment efforts for people with disabilities in both the federal and private sectors, will be shared throughout the DON.
- State vocational rehabilitation agencies and the U.S. Department of Veterans Affairs are outstanding recruitment sources. These organizations provide counseling, evaluation, and training to disabled veterans, especially those who are 30 percent or more disabled.
- DON will, on a continuous basis, recruit widely, and develop collaborative efforts with veterans community outreach groups.
- DON will continue to establish liaison with the Veterans Multi-Purpose Centers in the various states for recruitment purposes.
- DON will continue to coordinate recruitment efforts with the Vocational Rehabilitation Centers and establish non-paid work experience programs for disabled veterans, especially those who are 30 percent or more disabled.
- Human resources and EEO specialists will assure that vacancy announcements will be distributed to public and private organizations serving disabled veterans, especially those who are 30 percent or more disabled.
- OCHR will provide an ongoing informational program which will develop awareness of DVAAP plan objectives.

- DON managers and supervisors will actively participate in selective placement and affirmative employment programs for disabled veterans, especially those who are 30 percent or more disabled.
- Managers and supervisors will promote participation of disabled veterans especially those who are 30 percent or more disabled, in career development and mentoring programs.

DVAAP INTERNAL ADVANCEMENT METHODS

Human Resources Directors and site managers will monitor and facilitate the implementation of Affirmative Employment, Federal Equal Opportunity Recruitment Program and the Disabled Veterans Affirmative Action Program plans. The OCHR will participate in interagency subcommittees for Recruitment and Hiring, Reasonable Accommodation, Dissemination, Accountability and Results. The interagency committee recommendations will be shared on a regular basis with the Selective Placement Coordinator/Disability Program Director and working group. The interagency committee recommendations, addressing successful strategies and initiatives in hiring disabled veterans will be reported in the AEP annual report.

The DVAAP plan prescribes affirmative employment initiatives for all components to increase the representation of disabled veterans within the DON, including headquarters offices; and all field activities in and outside of the United States. In summary, to improve the hiring, placement, and advancement of disabled veterans, all components should:

- Establish and maintain strong agency-wide EEO employment policy and commitment;
- Assign responsibility and authority for the program to an official who is knowledgeable of employment laws and principles,
- Identify disabled veterans, especially those who are 30 percent or more disabled, within the activity who possess the requisite skills and abilities and consider them for advancement in the major occupations;
- Provide career advancement training and employee development programs that will assist disabled veterans in obtaining the skills that they need to advance at all levels of the organization;
- Survey employment systems and identify policies, procedures or practices that might be barriers to the advancement of disabled veterans, especially those who are 30 percent or more disabled;

- Be aware of all changes in regulations, policies, and procedures affecting Federal personnel;
- Analyze the work force by occupational categories, major occupations and grade levels to determine where veterans especially those who are 30 percent or more disabled, are underutilized; and
- Establish viable and measurable affirmative employment objectives and action plans with specific target dates to eliminate identified underutilization of disabled veterans.

INFORMING FIELD ACTIVITIES OF DVAAP

The Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)) is the Director of EEO and is responsible for establishing and maintaining a world-wide DON EEO Program consistent with legal and regulatory requirements. Human Resources Directors and Command Deputy EEO Officers are responsible for ensuring that existing personnel programs and procedures support the execution of the DON EEO Program. These officials will provide leadership and assistance to managers, supervisors, and employees on the effective execution of EEO policies and programs for disabled veterans and for assessing program results.

MONITORING AND EVALUATING PROGRESS

- DON regularly monitors workforce data in accordance with the terms expressed in Title 38 of the United States Code and submits the annual update as required by OPM.
- DON components are expected to regularly monitor their own workforce data, especially elements concerning workforce composition, as set out in the Equal Employment Opportunity Commission's Management Directives. Periodic surveys of the workforce, and evaluations of the resulting data, will determine progress and successes. In turn, the data may be used to develop internal recruiting strategies and workforce planning initiatives.
- During the performance review process, management should evaluate the effort and the success of supervisors in diversity hiring and development.
- Senior leadership is encouraged to include the status of hiring disabled veterans, especially those with 30 percent or more disability, on the agenda of recurring staff meetings.

SPECIAL APPOINTING AUTHORITIES

There are numerous recruiting and staffing programs available to assist DON supervisors and managers in staffing their organizations, and to increase the representation of disabled veterans. Use of appointment authorities available through these programs provides the flexibility necessary for successful recruitment into a wide variety of occupations and grade levels, and are excellent means of meeting activity and command Affirmative Employment Program (AEP), and the FEORP goals and objectives. These special appointment authorities should be known to all persons involved in the hiring process.

- **Schedule A, 5 CFR 213.3102(gg) used for hiring persons with psychiatric disabilities.** This excepted authority is used to appoint persons with psychiatric disabilities. After two years of satisfactory service under this authority, employees are eligible for noncompetitive conversion to the competitive service.
- **Schedule A 5 CFR 213.3102 (i)(3) used for hiring persons with psychiatric disabilities on a temporary appointment.** This appointment may be for longer than two years, however there is no noncompetitive conversion authority with this appointment.
- **Schedule A, 5 CFR 213.3102(11) used for hiring readers, interpreters, and personal assistants.** This excepted authority is used to appoint readers, interpreters, and personal assistants for employees with severe disabilities. After one year of satisfactory service, employees may qualify for conversion to permanent status.
- **Schedule A, 5 CFR 213.3102(t) used for hiring people with mental retardation.** This excepted authority is used to appoint persons with cognitive disabilities (mental retardation). Employees may qualify for conversion to permanent status after two years of satisfactory service.
- **Schedule A, 5 CFR 213.3102(u) used for hiring people with severe physical disabilities.** This excepted authority is used to appoint persons with severe physical disabilities who have demonstrated satisfactory performance through a temporary appointment, or who have been certified as likely to succeed in performing the duties of the job. After two years of satisfactory service, employees may qualify for conversion to permanent status.
- **Schedule B, 5 CFR 213.3202(k) used for hiring people who have recovered from mental illness.** This excepted authority was abolished effective August 7, 2000; use Schedule A, 5 CFR 213.3102(gg).

- **5 CFR 315.604 used for hiring disabled veterans enrolled in a Department of Veterans Affairs (DVA) training program.** This authority is used to hire veterans with disabilities who are eligible for training under the DVA vocational rehabilitation program (38 U.S.C. Chapter 31). Veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and DVA. While enrolled in the DVA program the veterans are not Federal employees for most purposes, but are beneficiaries of the DVA.

Upon the veteran's successful completion of the training program, the host agency and DVA give the veteran a Certificate of Training showing the occupational series and grade level(s) of the position(s) for which trained. The Certificate of Training allows any agency to appoint the veteran non-competitively under a status quo appointment which may be converted to permanent status at any time. (The Rehabilitation Act of 1973, as amended, provides that Federal departments and agencies should initiate efforts with State vocational rehabilitation agencies to develop and enter into work experience agreements similar to those available for disabled veterans under 5 CFR 315.604.)

- **5 CFR 316.201(b) used for hiring worker-trainees for programs such as the Welfare to Work program.** In his memorandum, dated March 8, 1997, the President directed Federal agencies to expand the use of the worker-trainee authority if using temporary appointment pending establishment of a register (TAPER) and other excepted service hiring authorities to appoint welfare recipients to entry-level positions. Accordingly, department components may use the worker-trainee authority as a vehicle to further its Welfare to Work and its disabled employee hiring programs.
- **5 CFR 316.302(b)(5) and 5 CFR 316.402(b)(5) for hiring 30 percent or more disabled veterans.** These authorities are used to hire veterans who are 30 percent or more disabled under temporary appointments of more than 60 days, or under term appointments. The veterans must have retired from active military service with a 30 percent or more disability rating, or be rated by the DVA within the preceding year as having a compensable service-connected disability of 30 percent or more. These individuals may be converted to permanent status at any time during the appointment.